CLASS SPECIFICATION
Surveying Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises a unit of employees engaged in land survey field and office activities; administers related service contracts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Surveying Supervisor is distinguished from Engineering Survey Manager by having responsibility for a smaller organizational unit devoted to land survey activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises, and evaluates the work of assigned professional and technical survey staff conducting field and office land survey and research activities in support of a bureau's engineering/construction work program.
2. Receives and reviews survey work requisitions for clarity and completeness, assigning survey projects, establishing or adjusting work priorities, and allocating available personnel resources.
3. Monitors work in progress, providing necessary technical advice or direction to crews, obtaining needed equipment, and inspecting finished survey data for accuracy and completeness.
4. Coordinates unit activities with other units, bureaus and agencies to avoid duplication or conflicting scheduling; takes initiative to resolve problems and negotiate mutually agreeable solutions.
5. Determines the need for contract survey services; prepares work specifications and recommendations; oversees activities of contractors and reviews their results for compliance.
6. Recommends items for inclusion in budget, determining personnel or contract service needs, researching and evaluating new equipment for purchase.
7. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development.
8. Resolves personnel problems; prepares accident reports and other data on assigned personnel; supervises training and safety programs.

9. Recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with relevant laws and policies, subject to director and City management concurrence.

10. Provides leadership and works with staff to create a high performance, service oriented work environment that supports the City and bureau missions, objectives, and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of land survey, including the U.S. Public Land Survey System, and applicable U.S. survey instruction manuals and the Manual of Surveying Instructions.
2. Methods and operations of total station surveying instrumentation, Global Positioning Survey (GPS) technology and equipment, methods and practices in the use of surveying/engineering software, and of the Geographic and Land Information Systems (GIS and LIS)
3. The State Plane Coordinate System, Oregon Revised Statutes regarding surveying, and local land survey history and land problems.
4. Principles of mathematics, such as algebra, geometry, and trigonometry applying to land survey.
5. Federal, state, and local law and regulations applicable to land survey, property descriptions, riparian rights, rights of way and easements.
6. Principles of effective supervision, evaluation and training, motivation and discipline, and personnel procedures.

Ability to:

1. Plan and organize the work of a field unit performing a large and varied number of land survey assignments.
2. Operate, or direct and instruct others in the operation of various survey instruments and equipment, such as a total station-surveying instrument, and in taking accurate, complete field notes and making accurate survey calculations.
3. Read, interpret, apply and prepare right of way, easement and property descriptions.
4. Interpret construction/design plans and direct staking of construction projects in coordination with construction schedules.
5. Direct, control, and evaluate the work of contracted survey personnel.
6. Communicate effectively orally and in writing, preparing clear, concise, and accurate technical reports and other documents using a personal computer.

7. Establish and maintain effective working relationships with diverse groups and individuals encountered during work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is the training and experience necessary to obtain a State of Oregon Land Surveyor license. Experience on multiple survey projects in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

A State of Oregon Professional Land Surveyor license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3124 Surveying Supervisor: Adopted: 03-15-77; Revised: 07-01-92

June 2009 - Change Job Class number from 7670 to 30000694, due to system change.